

COUNTY OF KENDALL, ILLINOIS
ADMIN HR MEETING MINUTES
Wednesday, July 21, 2021

CALL TO ORDER – Chair Elizabeth Flowers called the meeting to order at 5:30pm.

ROLL CALL

Attendee	Status	Arrived	Left Meeting
Elizabeth Flowers	Present		
Scott Gengler	Here		
Judy Gilmour	ABSENT		
Dan Koukol	Here		
Robyn Vickers	Here		

Employees in Attendance: Scott Koeppel, Meagan Briganti

Guests in attendance:

APPROVAL OF AGENDA – Member Gengler made a motion to amend the agenda by the changing the date of the minutes to be approved to June 16, 2021, second by Member Koukol. **With four members present voting aye, the motion to amend the agenda was approved.**

Member Vickers made a motion to approve the amended agenda, second by Member Gengler. **With four members voting aye, the motion passed by a 4-0 vote.**

APPROVAL OF MINUTES – Motion made by Member Gengler to approve the minutes from June 16, 2021, second by Member Flowers. **With four members present voting aye, the motion passed by 4-0 vote.**

DEPARTMENT HEAD AND ELECTED OFFICIAL REPORTS

GIS – Meagan Briganti briefed the committee on several department projects including Near Map, a new aerial service they are utilizing, and Next Gen 911, which was delayed by Covid-19, and has a new deadline of August 1, 2021.

Ms. Briganti reported that they have posted the Intern Position at several local educational institutes including Joliet Junior College, College of DuPage and Northern Illinois University. She will continue to update the committee on the search for an appropriate candidate.

Administration – Mr. Koeppel provided a hiring update to the committee. Mr. Koeppel reported that an offer will be extended to a candidate for the Budget & Finance Analyst position on Thursday, July 22, 2021.

Interviews for the HR Specialist position will take place on Tuesday, July 27 and Wednesday, July 28, and Animal Control Director interviews will begin in mid-August.

PUBLIC COMMENT – None

COMMITTEE BUSINES

- *Discussion of GIS In Person Staffing* – County Administrator Koeppel stated that the County Clerk still needs a space for the upcoming election vote by mail options for citizens. Mr. Koeppel provided two options for the GIS Staff as follows:

1. Move the GIS department into the third floor conference room of the Historic Courthouse. Mr. Koeppel said this would involve office configuration, and installation of computers and other office equipment. Mr. Koeppel said this would need to be scheduled with Technology and Facilities Management personnel.
2. Mr. Koeppel said the second option would be for GIS staff to continue working from home indefinitely.

Discussion about the workflow needs of the community being met with GIS staff working from home, complaints about disruption of service, or GIS staff inability to comply with any community or County needs or requests.

There was consensus by the Committee to allow the GIS staff to continue working from home indefinitely.

- *Discussion and Approval of the Amendment to the 2022 Holiday Schedule* – Mr. Koeppel reviewed the Amendment to the 2022 Holiday Schedule memorandum from Judge Robert Pilmer. Judge Pilmer recommended the observance of Juneteenth on June 20, 2022. Judge Pilmer did not recommend observing Election Day as a County holiday because the County Clerk’s Office, Judicial Office, State’s Attorney’s Office, and Technology Department, as well as other employees are essential to the Election process and on-sight voting throughout the County.

Member Vickers made a motion to approve the Amendment to the County 2022 Holiday Schedule with the addition of Juneteenth on June 20, 2022, and forward the item to the County Board for approval, second by Member Koukol. **With four members present voting aye the motion carried by a 4-0 vote.**

- *Discussion and Approval of Rural Broadband Study Invitation to Bid Results* – Mr. Koeppel briefed the committee on the bids that were received for conducting a Rural Broadband Study. Discussion on the varied bids, the top two bids, funding resources for the study to be conducted, and the companies that submitted bids.

Member Vickers made a motion to forward the Approval of a Rural Broadband Study Invitation to LIT Communities at an amount not to exceed \$126,023.00 to the July 29, 2021 Special COW/Finance Committee meeting for further discussion, and

then on to the August 3, 2021 County Board meeting for approval, second by Member Koukol.

With Members Koukol, Flowers and Vickers voting aye, and Member Gengler voting nay, the motion carried by a vote of 3-1.

EXECUTIVE SESSION – Member Gengler made a motion to enter into Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, 5ILCS 120-2/21, second by Member Koukol.

Roll Call

Attendee	Status
Elizabeth Flowers	Aye
Scott Gengler	Aye
Dan Koukol	Yes
Robyn Vickers	Yes

With four members present voting aye, the committee entered into Executive Session at 6:21p.m.

With four members in agreement, the committee reconvened in Open Session at 6:26p.m.

ITEMS FOR COMMITTEE OF THE WHOLE – None

ACTION ITEMS FOR THE AUGUST 3, 2021 COUNTY BOARD MEETING

Approval of the Amendment to the 2022 Holiday Schedule

Approval of Rural Broadband Study Invitation to Bid Results

ADJOURNMENT – Member Vickers made a motion to adjourn the meeting, second by Member Gengler. **With four members present voting aye the meeting adjourned at 6:29p.m.**

Respectfully Submitted,

Valarie McClain
Administrative Assistant and Recording Secretary